

Stipends for Mentors of Classroom Teachers

State Funded Mentor Teacher Stipends

In 2000, the legislature enacted statutes to provide grant money for the purpose of providing stipends to some classroom teachers who mentor new-to-the-profession teachers/mentees. Budget allocations to fund the stipends stopped for a period of time, but the legislature again provided state funding for mentor teacher stipends in the 2017-18 school year. For a mentor to qualify to receive a stipend, the Local Educational Agency (LEA), mentor, and mentee must meet specific statutory requirements. These requirements are *in addition to* what the LEA's approved mentoring program plan requires.

Kansas Unified School Districts **are** eligible as the LEA.

Cooperatives and interlocals **are** eligible as the LEA.

Private schools **are not** eligible.

Outside providers (such as service centers) **are not** eligible.

Special schools **are not** eligible.

Local Educational Agency Requirements

1. LEA must have a KSDE approved Mentor Program.
2. LEA must submit a stipend request by *entering* mentors in Mentor Programs by the fall deadline.
The due date is September 25th of the current school year.
3. LEA must submit the Licensed Personnel Report (LPR) in the Educator Data Collections System (EDCS) by the spring deadline. Certifying mentor and mentee teachers is dependent upon the data reported in the LPR.
The due date is March 1st of the current school year.
4. LEA must *complete* the stipend request by the spring deadline.
The due date is May 1st of the current school year. Completion includes:
 - a) updating mentors
 - b) entering mentees
 - c) entering assignments (by assigning mentors to mentees)
 - d) *submitting* the final report in Mentor Programs.

Mentor Requirements

A mentor teacher must:

1. hold a valid **professional or accomplished** level license.
2. hold an assignment as a **classroom teacher**.
(Educator Types 1 through 5 as reported on the Licensed Personnel Report (LPR):
1 = Elementary, 2 = Middle School, 3 = Secondary, 4 = SPED/ESOL, 5 = CTE)
3. have **three consecutive school years** of employment in the LEA where they are providing the mentoring.
4. mentor **no more than two** new-to-the-profession classroom teachers.
5. have **completed a mentor training program** (based on the Mentor Program guidelines).

Mentee Requirements

A mentee teacher must:

1. hold a valid **license** (a non-substitute license).
2. hold an assignment as a **classroom teacher**.
(Educator Types 1 through 5 as reported on the LPR:
1 = Elementary, 2 = Middle School, 3 = Secondary, 4 = SPED/ESOL, 5 = CTE)
3. be a **new-to-the-profession** classroom teacher.
(Novice teachers who have not yet completed their 3rd year of teaching:
mentees reported with *total* years of experience = 0, 1, or 2 on LPR.)

Applying for Mentor Stipend Grant

- As required by statute, LEAs must *enter* mentors (on or before the fall deadline, September 25th of the current school year) by entering the Educator ID (license number) of mentor teachers into the **Mentor Programs** KSDE Authenticated Application. LEAs ***WILL NOT*** SUBMIT THE REPORT AT THIS TIME. **Mentor Programs** “reporters” new to the application, can request access using the Manage My Account function for KSDE Authenticated Applications.
- Only LEAs that submit the LPR in EDCS (on or before the spring deadline, March 1st of the current school year) will qualify to receive stipends for their qualifying mentor teachers. Certifying mentor and mentee teachers is dependent upon the data the LEA reports in the LPR.
- The **Mentor Programs** application will reopen April 1st and **final stipend requests are due May 1st of the current school year**. During this time, LEAs will validate the list of mentors, enter mentees, enter assignments (by assigning mentors to mentees), and *submit* the final stipend request. LEAs ***WILL*** SUBMIT THE REPORT AT THIS TIME.
- For all *qualified* mentor teachers, the LEAs where the mentor teachers are *employed* receive the grant awards to distribute.
- Districts, cooperatives, and interlocals *are* eligible as the employing LEA to receive the grant award.
- Private schools, outside providers (such as service centers), and special schools *are not* eligible as the employing LEA to receive the grant award.

Distribution of Funds

- Stipends will be ***prorated amounts*** based on the total number of eligible mentor teachers across the state and the amount of money available.
- The exact stipend amounts ***will not be determined*** until the previous school year’s audits are completed and the total number of eligible mentors is certified. This is typically late May or early June.
- When the prorated amounts are determined, LEAs will be reimbursed the prorated amounts, times the number of eligible mentor teachers.
- Funds will be deposited as a reimbursement to the ***district’s general fund*** at the end of the school year (*before* the end of the fiscal year).
- Funds ***must*** be distributed as stipends to the specified qualified mentor teachers, and ***cannot*** be used to fund a district mentoring program or to pay non-specified and/or non-qualified mentor teachers. **All funding must be used to pay specified qualified mentor teachers only.**
- Qualified mentors of 1st year teachers will be funded *first*. Historically, that amount has been \$1000 for full year mentoring assignments and \$500 for half year mentoring assignments.
- After stipends for mentors of 1st year teachers have been allocated, remaining funds will be distributed on a prorated basis to qualified mentors of 2nd year teachers. Although it is *not anticipated* that qualified mentors of 3rd year teachers will receive a stipend, we still request that information in case funding is such that we are able to give a small amount to those mentor teachers.
- Qualified mentors providing ***only one semester of mentoring*** are eligible to receive a partial stipend.
- A mentor will receive ***only one*** stipend, which is equal to the larger amount for which he/she qualifies.